

Office of the TCA - Travel Reimbursement Form

Name: Rita J. Watkins
Travel Dates: April 30 - May 3, 2024
Purpose of Travel: On-Site evaluation

Travel Reimbursement

Expense	Unit Cost	Units	Total
Airfare	454.6	1	454.6
Baggage	0	0	0
Ground Transportation (Uber/Lyft/Taxi)			0
Ground Transportation (Parking)	104	1	104
Ground Transportation (Mileage)	0.655	0	0
Lodging	192.93	3	578.79
Per Diem (Travel Days)	86.25	2	172.5
Per Diem (Full Days)	115	1	115
Other:	0	0	0
Total			1,424.89

Rita Watkins 5/4/2024

From: United Airlines Receipts@united.com
Subject: eTicket Itinerary and Receipt for Confirmation E20JRJ
Date: Mar 24, 2024 at 8:56:09 AM

CAUTION: The sender of this email is not from SHSU. Any links or attachments may be dangerous. To report this email as suspicious, forward it to abuse@shsu.edu.



Sun, Mar 24, 2024

Thank you for choosing United.

A receipt of your purchase is shown below. Please retain this email receipt for your records.

Get ready for your trip: Visit the [Travel-Ready Center](#), your one-stop digital assistant, to find out about important travel requirements specific to your trip.

Confirmation Number:

E20JRJ

Flight 1 of 2 UA1192		Class: United Economy (L)	
Tue, Apr 30, 2024		Tue, Apr 30, 2024	
10:09 AM		03:42 PM	
Houston, TX, US (IAH)		San Juan, PR, US (SJU)	

Flight 2 of 2 UA1644		Class: United Economy (L)	
Fri, May 03, 2024		Fri, May 03, 2024	
07:00 AM		10:51 AM	
San Juan, PR, US (SJU)		Houston, TX, US (IAH)	

Traveler Details

WATKINS/RITAJANE

eTicket number: [0162375280875](#)

Frequent Flyer: **UA-XXXXX226 Premier Gold**

Seats: **IAH-SJU 09C**
SJU-IAH 09C

Purchase Summary

Method of payment:

Master Card ending in 6220

Date of purchase:

Sun, Mar 24, 2024

Airfare:	390.00
U.S. Transportation Tax:	44.40
Passenger Civil Aviation Security Service Fee:	11.20
U.S. Passenger Facility Charge:	9.00

Total Per Passenger:

454.60 USD

Total:

454.60 USD

Fare Rules

Additional charges may apply for changes in addition to any fare rules listed.

NONREF/OVALUAFTDPT

Cancel reservations before the scheduled departure time or TICKET HAS NO VALUE.

MileagePlus Accrual Details

Ritajane Watkins					
Date	Flight	From/To	Award Miles	PQP	PQF
Tue, Apr 30, 2024	1192	Houston, TX, US (IAH) to San Juan, PR, US (SJU)	1560	195	1
Fri, May 03, 2024	1644	San Juan, PR, US (SJU) to Houston, TX, US (IAH)	1560	195	1
MileagePlus accrual totals:			3120	390	2

Baggage allowance and charges for this itinerary

Origin and destination for checked baggage	1st bag charge	2nd bag charge	1st bag weight and dimensions	2nd bag weight and dimensions
Tue, Apr 30, 2024 Houston, TX, US (IAH - Intercontinental) to San Juan, PR, US (SJU - Luis Muñoz Marín)	0.00 USD	0.00 USD	70lbs(32kg) - 62in(157cm)	70lbs(32kg) - 62in(157cm)
Fri, May 03, 2024 San Juan, PR, US (SJU - Luis Muñoz Marín) to Houston, TX, US (IAH - Intercontinental)	0.00 USD	0.00 USD	70lbs(32kg) - 62in(157cm)	70lbs(32kg) - 62in(157cm)

Baggage check-in must occur with United or United Express, and United MileagePlus Premier® Gold membership must be valid at time of check-in to qualify for any applicable waiver of service charges for checked bags (within specified size and weight limits).

Changes to the fare type purchased could result in increased baggage service charges. Based on your itinerary and selected cabin, service charges may be waived for one or more checked bags. See below for the charges for your 1st and 2nd checked bags. For additional baggage service charge information, select the "additional and other bag fees" box below.

Important Information about MileagePlus Earning

- Accruals vary based on the terms and conditions of the traveler's frequent flyer program, frequent flyer status, and the selected itinerary. United MileagePlus® mileage accrual is subject to the rules of the MileagePlus program. Once travel has started, accruals will no longer display. You can always view your MileagePlus account for posted accrual.
- You can earn up to 75,000 award miles per ticket. The 75,000 award miles cap may be applied to your posted flight activity in an order different than shown. Accrual is only displayed for MileagePlus members who choose to accrue to their MileagePlus account.

International eTicket Reminders

- **Check-in Requirement** - Bags must be checked and boarding passes obtained at least 60 minutes prior to scheduled departure. Baggage will not be accepted and advance seat assignments may be canceled if this condition is not met.
- **Boarding Requirement** - Passengers must be prepared to board at the departure gate with their boarding pass at least 30 minutes prior to scheduled departure.
- Failure to meet the **Boarding Requirements** may result in cancellation of reservations, denied boarding, removal of checked baggage from the aircraft and loss of eligibility for denied boarding compensation.



Rita Watkins <drritawatkins@gmail.com>

Transaction Receipt from GROUNDSHUTTLE.COM for \$104.00 (USD)

Auto-Receipt <noreply@mail.authorize.net>

Wed, Apr 24, 2024 at 10:31 PM

Reply-To: Ground Shuttle CS <reservations@groundshuttle.com>

To: Rita Watkins <drritawatkins@gmail.com>

Order Information

Description: New Reservation(GS-IAH-0220240430 and IAH-GS-0320240503)

Invoice Number 315217

Customer ID 123110

Billing Information

Rita Watkins

4746 Enchanted Oaks Dr.

College Station, Texas 77845

United States

drritawatkins@gmail.com

979-777-0594

Shipping Information

Total: \$104.00 (USD)**Payment Information**

Date/Time: 24-Apr-2024 22:31:46 CDT

Transaction ID: 80410644829

Payment Method: MasterCard xxxx6220

Transaction Type: Purchase

Auth Code: 04407P

Merchant Contact Information

GROUNDSHUTTLE.COM

College Station, TX 77845

US

accounting@groundshuttle.com

If a reservation is cancelled, your Ground Shuttle account will be credited according to the time of cancellation. Our system does not currently have the ability to refund your credit card account. All credits will expire after one year. Ground Shuttle credits are transferable upon request. Please contact us if you would like to transfer your credit to another passenger or make a reservation using another passenger's credit. We do require written documentation from credit holder before any balance can be transferred. Credit provided is based on time of cancellation as described below: 1. Canceled between 72 hours or more prior to the Trip - 100% credit voucher 2. Canceled between 72 hours prior to the Trip and 48 hours prior to the Trip - 75% credit voucher 3. Canceled between 48 hours prior to the Trip and 24 hours prior to the Trip - 50% credit voucher 4. Canceled between 24 hours prior to the Trip and 2 hours prior to the Trip - 25% credit voucher 5. Canceled less than 2 hours prior to the Trip or no cancellation - No credit voucher will be provided



Rita Watkins <drritawatkins@gmail.com>

Ground Shuttle - Reservation Confirmation

Ground Shuttle | Administrator <reservations@groundshuttle.com>
To: Rita Watkins <drritawatkins@gmail.com>

Wed, Apr 24, 2024 at 10:31 PM



PLEASE READ ALL PAGES OF THIS CONFIRMATION TO AVOID DELAYS AND MISUNDERSTANDINGS.

Dear **Rita Watkins**,

Thank you for booking with us.

(Order Total : \$104.00).

Your reservation details are as follows:

Departure Trip From College Station To Houston

Confirmation Number: COL-HOU-04-30-2024-07:00-4
Travel Date: 4/30/2024
Reservation Status: Reserved
Pickup Location: Ground Shuttle Office
Departure Time : 7:00 AM - Please be ready 15 minutes before departure time if being picked up at the Ground Shuttle office or at the Houston Airport. See details below.
Dropoff Location: Bush International - IAH
Estimated time of Arrival: 9:00 AM
Number Of Adults: 1
Number Of Children under 7: 0
Number Of additional Bags
Base fare allows one checked in suitcase and one carry-on 0

Return Trip From Houston To College Station

Confirmation Number: HOU-COL-05-03-2024-12:15-5
Travel Date: 5/3/2024
Reservation Status: Reserved
Pickup Location: Bush International - IAH

12:15 PM Please be ready 15 minutes before departure time if being picked up at the Ground Shuttle office or at the Houston Airport. See details below.

Departure Time :

Dropoff Location: Ground Shuttle Office

Estimated time of Arrival: 2:15 PM

Number Of Adults: 1

Number Of Childrens under 7: 0

Number Of additional Bags

Base fare allows one checked in suitcase and one carry-on 0

General Information

All departure times from College Station to Houston trips are from the Ground Shuttle Office located at [1450 Old Arrington Rd, College Station Tx 77845](#), we are right behind Casa Do Brasil Steakhouse. All estimated arrival times into College Station are to the Ground Shuttle Office.

We offer parking at our facility. The first 4 days of parking are free of charge and it is \$4.00 per day after this. The parking spots in front of our building are for employees and 1 hour parking for customers only.

Base fare includes one checked in suitcase, one carry-on size bag and one personal item (purse, small laptop bag, etc). Additional pieces of luggage are \$10 per piece if prepaid or \$15 if paid to the driver. We will not guarantee additional luggage will be accommodated unless prepaid. Driver may refuse to lift excessively heavy pieces of luggage (approx. 50lbs or more). We do not have scales available so this decision is at the driver's discretion. Boxes are not allowed.

Pick up Locations

Ground Shuttle Office - [1450 Old Arrington Rd College Station Tx 77845](#). In front of the building under the awning.

Bush Intercontinental Airport - Terminal C baggage claim. Exit the baggage claim through door **C-105** and be on the look out for the shuttle. It will pick up either on the middle lanes or on the outside lanes. Unfortunately Airport security moves us around depending on traffic.

Logistics

Trips to Houston:

Please be there at the Ground Shuttle at least 15 minutes prior to the departure time so the driver has enough time to check everyone in.



Courtyard by Marriott
San Juan - Miramar

801 Ponce de Leon Ave.
San Juan, PR. 00907
T 787.721.7400
F 787.723.0068

Ms Rita Watkins
4746 Enchanted Oaks Dr
College Sta TX 77845
United States

Room: 0514
Room Type: EKNG
No. of Guests: 1
Rate: \$ 160.00 Clerk: 8
CRS Number 89712545

Marriott Rewards # 595896259

Name:

Arrive: 04-30-24

Time: 07:18 AM

Depart: 05-03-24

Folio Number: 783680

Date	Description	Charges	Credits
04-30-24	Package	160.00	
04-30-24	Destination Fee	17.00	
04-30-24	Government Tax	15.93	
05-01-24	Package	160.00	
05-01-24	Destination Fee	17.00	
05-01-24	Government Tax	15.93	
05-02-24	COMEDOR- Guest Charge (Dinner)	61.19	
05-02-24	Package	160.00	
05-02-24	Destination Fee	17.00	
05-02-24	Government Tax	15.93	
05-03-24	Master Card / Euro Card		639.98
	Card # XXXXXXXXXXXXX6220		
	Balance		0.00 USD

As a Marriott Rewards Member, you could have earned points toward your free dream vacation today. Start earning points and elite status, plus enjoy exclusive member offers. Enroll today at the front desk.